



6. Request for OSG’s Assistance in the Transmittal of an Application or Claim by a Filipino Citizen for Child Support from a Foreigner under the United Nations (UN) Convention on the Recovery Abroad of Maintenance

Filipino citizens with children from foreign spouses may request for the OSG’s assistance to apply or claim child support from a foreigner pursuant to the United Nations Convention on the Recovery Abroad of Maintenance. The UN Convention allows individuals to enforce judicial decisions regarding child support and alimony extraterritorially.

Office or Division:	Docket Management Service, Legal Division, Secretariat	
Classification:	Highly Technical	
Type of Transaction:	Government to Citizens	
Who may avail:	Filipino citizens with children from foreign spouses	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Letter of Request and/or Endorsement (one copy)	Availing Party
	Birth Certificate of Child (one copy)	Availing Party (from Philippine Statistics Authority)
	Proof of acknowledgment of filiation (one copy)	Availing Party
	Proof of identification of the putative parent (Foreigner) (one copy)	Availing Party



Other documentary requirements to support the application for Child Support		Availing Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant files a request and/or endorsement with the OSG for assistance in the transmittal of an application for child support	1.1. The application or endorsement received shall be forwarded by DMS personnel to the OSG Secretariat for assignment to a Legal Division.	None	1 Day	<i>Docket Management Service Personnel, OSG Building Lobby</i>
	1.2. The OSG Secretariat will assign the case to a Legal Division	None	1 Day	<i>Secretariat Personnel</i>
	1.3. The Assistant Solicitor General will assign the case to a Solicitor	None	1 Day	<i>Assistant Solicitor General</i>
	1.4. The Solicitor will evaluate the propriety and merits of the application/ claim for child support.	None	7 Days	<i>Solicitor</i>



<p>2. The applicant will discuss with the Solicitor on filling out the application for child support.</p>	<p>2.1. The Solicitor will confer with the applicant, either through email or phone call if contact number is provided, to assist him/her in filling out the application for child support. The Solicitor will explain the requirements needed and allow the applicant ample time to submit the same.</p>	<p>None</p>	<p>6 Days</p>	<p><i>Solicitor</i></p>
	<p>2.2. The Solicitor will prepare his/her recommendation whether to refer the case to the appropriate government agency or Foreign Embassy or deny the request for lack of sufficient documents</p>	<p>None</p>	<p>1 Day</p>	<p><i>Solicitor</i></p>



	<p>2.3. The Solicitor will prepare a letter addressed to the appropriate embassy concerned with the application and its attached complete documentary requirements, or if the applicant fails to provide sufficient and complete documents despite being given ample time to do so, the Solicitor will prepare a letter to the applicant denying the request for assistance due to failure of completion of the requirements.</p> <p>If the letter is delivered through registered mail, it will take about 20 days before the party concerned will receive it.</p>	<p>None, unless applicant requests delivery through courier, in which case, proper fees must be provided</p>	<p>1 Day</p>	<p>Solicitor</p>
--	---	--	--------------	------------------



	<p>If the letter is delivered through courier, it will take 1 or 2 working days before the party concerned will receive it.</p>			
Total Processing Time		15 days		